



# Cedar Cottage Neighbourhood House

4065 Victoria Drive, Vancouver, BC V5N 4M9 Tel: 604-874-4231 Fax: 604-874-7169  
www.cedarcottage.org

## Employment Opportunity: (Internal/External Posting)

### Position: Director of Family, Youth and Community Programs

Cedar Cottage Neighbourhood House is looking for a dynamic and well-organized person who is able to provide the leadership to build a welcoming and inclusive “neighbourhood hub” for families, children and youth. This is an exciting position to develop programs, services and activities for where participants are connected and involved to learn new skills, to access supportive services and to participate in activities with neighbours and friends.

The Director of Family, Youth and Community Programs must operate with a social justice lens and have the skills to engage vulnerable populations to belong and participate.

Specific areas of responsibilities include: Leading a staff team, strategic planning and evaluation, collaborative participation on the Senior Management Team and leadership in place-making and asset based community development.

As a leader of Cedar Cottage Neighbourhood House, the ideal candidate will be informed about Neighbourhood House work. Information about our programs can be found at [ccnh@cedarcottage.org](mailto:ccnh@cedarcottage.org).

#### Qualifications:

- A minimum of three - five years of relevant experience at a senior level; in a non-profit organization
- Post-secondary education in Social Work, Education, Child and Youth Care, Family Studies or in a related field. A suitable combination of related education and experience may be accepted.
- Extensive knowledge about the community, child care, early learning, family and youth programs
- Strong interpersonal skills, proven leadership ability to guide and motivate staff and volunteers
- Strong skills in program management, administration, HR management and financial management
- Must have excellent communication skills, both oral and written
- Able to work with diverse populations in a multicultural context. Must have knowledge about best practices to work with Indigenous and newcomer populations.
- Clean Criminal record check

**Resumes to:** Cedar Cottage Neighbourhood House, 4065 Victoria Drive, Vancouver, BC V5N 4M9  
Email: [hroperations@cedarcottage.org](mailto:hroperations@cedarcottage.org)

**Closing Date:** April 23<sup>rd</sup>, 2018  
**Hourly Wage:** Based on ANHBC Salary Scale for Directors  
**Terms of Employment:** 35 Hours per week.

**We thank all applicants; however only those short-listed will be contacted**

We are an equal opportunity employer  
\* Must be eligible to work in Canada

Programs at Cedar Cottage Neighbourhood House are funded by:  
City of Vancouver, CKNW Orphan's Fund, CAPC, MCFD, Service Canada, United Way, VCH, Vancouver Foundation  
Association of Neighbourhood Houses of BC  
Member Houses: Cedar Cottage, , Frog Hollow,  
Gordon House, Kitsilano, Mount Pleasant, South Vancouver and Sasamat Outdoor Center